



Office of the State's Attorney for Baltimore City

Position Announcement: Community Coordinator

The State's Attorney's Office for Baltimore City seeks candidates for the position of Community Coordinator. The Community Coordinators are responsible for the following:

- assisting attorneys in District Court
- victim/witness/community advocacy in and out of court
- representing the office at inter-agency meetings, community association meetings, and community events
- reporting community concerns, issues, or problems through proper protocols
- identifying options and possible solutions to the issues raised by the community
- educating the community about the services provided by the office
- tracking cases that are of interest to the community and securing community impact statements where appropriate
- promoting office events and distributing office communication materials

Qualified candidates will possess the following skills and qualities:

- knowledge of the criminal justice system
- knowledge of law enforcement and public safety agencies
- knowledge of community resources and functions
- ability to establishing and maintaining effective working relationships with community members, law enforcement professionals, courtroom staff, and members of the public
- ability to communicate effectively orally and in writing
- ability to document information and maintain accurate records

Minimum education and experience requirements:

- Bachelor's degree from accredited college/university; or
- three years' experience in community outreach work

To Apply:

All interested persons should email resume and cover letter to resume@statattorney.org by close of business, Friday, December 9, 2016. Please use "Community Coordinator" as the subject reference of your email. Documents must be in pdf or Word format.

THE OFFICE OF THE STATE'S ATTORNEY IS AN EQUAL OPPORTUNITY EMPLOYER.